



Department of Defense  
**INSTRUCTION**  
**AD-A272 597**



December 3, 1992  
**NUMBER 6015.20**

ASD(HA)

**SUBJECT:** Changes in Services Provided at Military Medical Treatment Facilities (MTFs) and Dental Treatment Facilities (DTFs)

**References:** (a) DoD Instruction 6015.20, "Changes in Services Provided at Military Medical Treatment Facilities (MTFs)," June 23, 1987 (hereby canceled)  
(b) Section 716 of Public Law 101-510, "The National Defense Authorization Act for Fiscal Year 1991," November 5, 1990  
(c) Section 8070 of Public Law 102-172, "The Department of Defense Appropriations Act for Fiscal Year 1992," November 26, 1991

**A. REISSUANCE AND PURPOSE**

This Instruction reissues reference (a) to update policy, responsibilities, and procedures for reporting major changes in services provided at the MTFs and the DTFs, to the Office of the Assistant Secretary of Defense (Health Affairs), under references (b) and (c).

**B. APPLICABILITY AND SCOPE**

This Instruction applies to:

1. The Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, and the Defense Agencies concerned with military healthcare (hereafter referred to collectively as "the DoD Components").

2. The MTFs and the DTFs worldwide.

**C. DEFINITIONS**

Terms used in this Instruction are defined in enclosure 1.

**D. POLICY**

It is DoD policy that any major change in service provided at an MTF or a DTF shall be reported to the Assistant Secretary of Defense (Health Affairs).

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## **E. RESPONSIBILITIES**

1. The Assistant Secretary of Defense (Health Affairs) (ASD(HA)) shall:

- a. Monitor compliance with this Instruction.
- b. Disseminate information on reported changes to the DoD components, after ASD(HA) approval, but before the Congress is notified.
- c. Report approval/disapproval decision to Service Secretaries.

2. The Secretaries of the Military Departments shall prepare implementing guidance and ensure compliance with this Instruction in their Departments, the MTFs, and the DTFs.

## **F. PROCEDURES**

1. Any major change in service provided at an MTF or a DTF, as described in enclosure 1, subsections 1.b.(1) through 1.b.(4), shall be reported through the Military Department chain-of-command, and the Deputy Assistant Secretary of Defense (Health Services Operations) (DASD(HSO)), to the ASD(HA) for approval, not less than 60 days before the change is scheduled.

2. Any MTF or DTF closure or reduction in the level of care, as described in enclosure 1, subsections 1.b.(5) and 1.b.(6), shall be reported through the Military Department chain-of-command and the DASD(HSO), to the ASD(HA) for approval 120 days before the action is scheduled. After he approves it, but no later than 90 days before the action is scheduled, the ASD(HA) shall forward the report to the Congress, as required by Pub. L. No. 101-510, Section 716 and Pub. L. No. 102-172, Section 8070 (references (b) and (c)). There is one exception, as shown in subsection D.3., below.

3. When an MTF or a DTF reduces the level of care as the result of a base realignment and closure (BRAC), the facility shall publish a healthcare delivery transition plan to accommodate beneficiaries during the change period. The plan must be forwarded through the Military Department chain-of-command, and the DASD(HSO), to the ASD(HA) as soon as it is finalized, but not less than 120 days before the first service is scheduled to close at the facility. Annual updates shall be required, not later than 60 days following the end of each fiscal year (FY), to indicate which services were actually phased out during that FY. The annual reporting requirement is terminated when the final service is closed.

4. Changes in services which are made under the following circumstances do not require ASD(HA) approval, however, they shall be promptly reported through the Military Department chain-of-command to the ASD(HA):

a. A facility rendered structurally unsound by a natural disaster.

b. An initial response to an emergency deployment of medical personnel, such as Operation DESERT SHIELD.

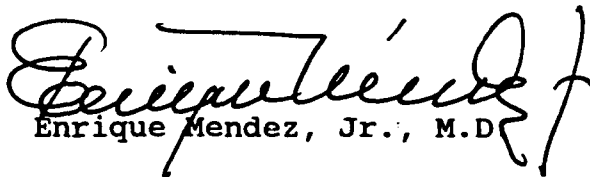
c. A change in a Status of Forces Agreement, such as the one by which the Subic Naval Hospital was closed.

G. INFORMATION REQUIREMENTS

The notification of a change at an MTF or a DTF shall contain the information included at enclosure 2. The reporting requirement, in section F, has been assigned Report Control Symbol DD-HA(AR)1776.

H. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Health Affairs) within 120 days.

  
Enrique Mendez, Jr., M.D.

Enclosures - 2

1. Definitions
2. Information to be reported to the ASD(HA)

DEFINITIONS1. A Major Change. A change that shall do the following:

a. For a period of 6 months or more, change the current volume of care provided to one or more categories of beneficiaries at an MTF or a DTF, by any medical specialty, dental specialty, ancillary service, or satellite clinic, by 10 percent or more at large facilities (over 250 beds) to 50 percent or more at small facilities (0 to 50 beds).

b. Have an impact on users that may stimulate local public or congressional objections. Such changes include the following:

(1) Opening or reinstating services.

(2) Increasing facility capability in one or more services through staffing reassignments, provider productivity changes, facility repairs or renovations, nursing unit closings, equipment breakdowns or acquisitions, supply shortages, contracting, or the implementation of sharing agreements of the Department of Veterans Affairs.

(3) Decreasing facility capability in one or more services by the means in subdefinition 1.b.(2) above (for 90 days or more, or for an indefinite period).

(4) Temporarily closing services (for 90 days or more, or for an indefinite period).

(5) Permanently closing services.

(6) Closing a facility.

2. Dental Treatment Facility. A clinic, operated by one of the military services, which provides outpatient dental care that may include a wide range of specialized and consultative support.

3. Medical Treatment Facility (MTF). A facility, operated by one of the military services, which provides inpatient and outpatient medical and dental care to eligible individuals.

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INFORMATION TO BE REPORTED TO THE ASD(HA)

FOR A MAJOR AND NON-BRAC RELATED CHANGE IN SERVICES, the following information must be reported to the ASD(HA) through the appropriate chain-of-command:

- A. Name and location of the MTF or the DTF.
- B. Type of change, where appropriate by the Medical Expense and Performance Reporting System (MEPRS) specialty area.
- C. Effective date of change, where appropriate by the MEPRS specialty area.
- D. The reason for the change.
- E. The estimated workload changes, where appropriate by the MEPRS specialty area, in the number of outpatient visits, admissions, occupied bed days, or ancillary service units and, when applicable, by category of beneficiary.
- F. The projected savings to the Government from the change, both in military and civilian staff and funds, by fiscal year.
- G. The impact on the Civilian Health and Medical Program of the Uniformed Services and MEDICARE costs in the facility's catchment area.
- H. The net resources resulting from the proposed change.
- I. The impact on beneficiary cost-sharing.
- J. An explanation of the alternative ways to provide care to the persons served by the facility (that will not result in adverse consequences to such persons).
- K. An identification of the alternative selected and the cost, if any, to those persons to receive such care.

# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
6015.20, Change 1	January 15, 1993	6000 Series

### ATTACHMENTS

None

### INSTRUCTIONS FOR RECIPIENTS

The following pen changes to DoD Directive 6015.20, "Changes in Services Provided at Military Medical Treatment Facilities (MTFs) and Dental Treatment Facilities (DTFs)," December 3, 1992, are authorized:

### PEN CHANGES

#### Page 2

Paragraph E.1.c., line 1. Change "/" to "or"

Subsection F.1., line 2. Change "subsections" to "subparagraphs"

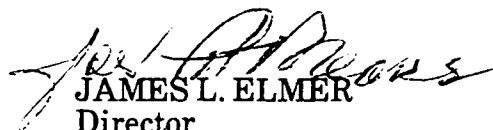
Subsection F.2.

Line 2. Change "subsections" to "subparagraphs"

Line 9. Change "D" to "F"

### EFFECTIVE DATE

The above changes are effective immediately.

  
JAMES L. ELMER

Director

Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT